BENEFIT CHARGES

Introduction	This section of the document will show how an authorized user can search and view benefit charges on the employer account. It will also be shown how the employer can file a protest against benefit charges. When a protest is filed, the DUA staff will review the protest to provide resolution. The user can view the benefit charges using the following links/methods and each of this method provides a unique view of the Benefit charges. 1) Benefit Charges Search 2) Calendar Year Summary and Detail 3) Rated Year Summary 4) Monthly Benefit Charge Download. Please refer to the step by step instructions for more information on each view.

Step-by-Step Instructions:

Navigating to Benefit Charges home page:

Click on the link ' Benefit Charges Activities' while logged into the employer home page. The following page will appear. Click on the corresponding link to access a benefit charges function.

Benefit Charges Search:

This function allows the user to search for benefit charges data by the individual claimant name/SSN. The user also has the option to limit the search results to calendar year or rated year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'. Click on the link 'Benefit Charges Search'.

2. The following page will appear. Enter your search criteria and click on 'Search' to view the search results.

3. The search results will appear as shown below.

Click here to view additional information.

4. Clicking on the SSN will provide the individual claimant's account summary/detail.

Calendar Year Summary and Detail:

This function allows the user to view historical Unemployment Benefit Charges and adjustments by calendar year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'. Click on the link 'Calendar Year Summary and Detail'.

2. The following page will appear. Amounts listed on the page, reflect the total benefit charges and adjustments made during each reporting period.

3. The breakdown by month will appear as shown below.

Rated Year Summary:

This function allows the user to view historical Unemployment Benefit Charges by rated year.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.

2. Click on the link, 'Rated Year Summary'. The following page will appear listing the benefit charges by rated year.

Monthly Benefit Charge Download:

This function allows the user to download benefit charges detail by month.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.

2. Click on the link, 'Monthly Benefit Charge Download'. The following page will appear. Select the month and year for which you wish to download the benefit charges detail. Click on 'Search'.

3. You will be provided with a link to the file containing benefit charges detail. You will be able to download the file to your local folders by clicking on the link and following the prompts.

Protest Benefit Charges:

Employers can protest Benefit Charges by indicating specific charges to protest, claimant information and reason for protest.

1. Follow the steps outlined in the section 'Navigating to Benefit Charges home page'.

2. Click on the link 'Protest Benefit Charges'. The following page will appear.

3. Enter the requested information and click on 'Submit' to confirm the Protest. A confirmation will appear, indicating that your Protest has been submitted.